

Word 2000: Level 1

Course length: 1 day

Prerequisites: Windows 95/98/NT 4.0 Introduction, or equivalent knowledge

Upon successful completion of this course, students will be able to create and save a document; open an existing document; and use simple editing techniques, navigate in a large document by using the mouse and keyboard, edit a document by using more sophisticated techniques, including moving and copying text within a document and between documents, apply and remove character and paragraph formatting, use tabs and create and modify a table structure, adjust margins, add and delete page breaks, and create headers and footers, use Word's proofing tools such as the speller and thesaurus, prepare a document for printing, and save an existing document as a Web page and preview it in a browser.

Course content:

Lesson 1: Word Basics

- Introduction to Word
- The new document and basics of entering text
- The File, Save As command
- Opening and editing a document
- Getting help in Word

Lesson 2: Navigating in a Document

- Scrolling in a document
- Searching in a document

Lesson 3: Additional Editing Techniques

- Using the AutoCorrect feature
- Techniques for selecting text
- Moving and copying text

Lesson 4: Character and Paragraph

Formatting

- Basic character formatting techniques
- Additional character formatting techniques
- Paragraph formatting
- Working with indents, numbered lists, and bulleted lists
- Line breaks and line spacing

Lesson 5: Introduction to Tabs and Tables

- Tabs
- Creating a table
- Editing tables

Lesson 6: Controlling Page Appearance

- Headers and footers
- Margins
- Page breaks

Lesson 7: Tools and Printing

- Using proofing tools
- Printing a document
- Envelopes and labels

Lesson 8: Creating a Web Page

- Creating a Web Page
- Using Themes and exiting Word